

Job Announcement

TN Volunteer Challenge Budget Analyst Coordinator

Position Summary:

The Tennessee Volunteer Challenge Academy (TNVCA) is accepting resumes for a Budget Analyst Coordinator. The Budget Analyst Coordinator will be under the direct supervision of the TNVCA Director. The incumbent will be responsible for general supervision of the Tennessee Volunteer Challenge Academy budget program. It will apply federal and state Program Budget Formulation and Execution, and coordinate work practices of the fiscal administrative staff. This position has oversight and coordinates facility maintenance and supervises onsite maintenance staff. The selected candidate must be willing to work a flexible schedule when needed, which may include evenings, weekends or additional hours.

Minimum Annual Salary: \$44,520

Benefits: Insurance (Health, Dental, Life, Vision), Annual, Sick and Military Leave, Flexible Benefits Plan, Retirement, Higher Education Fee Waivers Discounts

For additional benefits: <http://www.tn.gov/hr/topic/benefits>

Duties and Responsibilities:

- Provides oversight of the federal and state program budget formulation and execution, and coordinates work practices of the logistics section.
- Supervises management of the TNVCA Cooperative Funding Agreement and Federal/State budget preparation and implementation.
- Understands budget principles and procedures and the agency's financial management system.
- Performs budget management functions for current and past budget year.
- Prepares reimbursement voucher request and proofs cash disbursement registers for accuracy of inputs and initiates change documents as necessary. Requires in-depth study and knowledge of TNVCA budget line items and working knowledge of accounting general ledgers and journal entries.
- Prepares quarterly reports for Federal and State Funds for submission to USPFO, NGB and State Resources.
- Receives and reviews Annual Funding Program. Prepares management reports and provides funding status.
- Supervision of logistician and logistician assistant

Required Qualifications:

- One year relevant experience in program budgeting, budget execution, and accounting systems. Working knowledge of excel spreadsheets, formulas, and pivot tables. Background, knowledge, and understanding of and adherence to the regulations covering federal grant management.

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- Possess a valid state driver's license and be eligible to obtain and maintain a US Government Motor Vehicle Operator's ID card.

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- Employee will undergo an extensive background check. The applicant for this class must be willing to be fingerprinted and must have their fingerprints on file with the Tennessee Military Department; applicants must authorize release on any investigative and criminal records obtained by the Federal Bureau of Investigation to the Tennessee Military Department. The data may be used as part of a review process to evaluate eligibility for continued employment.
- Computer literacy required, with knowledge of Microsoft Office suite of programs, MS Excel and MS word.

Preferred Qualifications:

- Experience in State of Tennessee Edison Enterprise Resource Planning system.
- Knowledge of Federal/State Cooperative Funding Agreement and State and Federal laws and regulations applicable to each, TNVCA doctrine, State Plan and applicable SOPs.
- A Bachelor's Degree with minimum five (5) years' directly related civilian and/or governmental management experience, OR High School Diploma with minimum ten (10) years' directly related civilian and/or governmental experience in management and coordination of complex programs experience.

How to Apply:

Submit your resume detailing your experience in meeting the above requirements for the TNVCA to:

Tennessee Volunteer Challenge Academy

Robin.Inglis@tn.gov

Deadline to Apply: December 15, 2017